

# **Center for Educational Performance and Information (CEPI)**

## **Nonpublic School Personnel Report**

### **Frequently Asked Questions (FAQs)**

### **Fall 2014 Submission**

Questions?

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## Table of Contents

<b>GENERAL QUESTIONS .....</b>	<b>3</b>
<b>MEIS ACCOUNT .....</b>	<b>3</b>
NONPUBLIC SCHOOL PERSONNEL REPORT ACCESS AND SECURITY AGREEMENT .....	3
<b>REPORTING OF EMPLOYEES.....</b>	<b>4</b>
REPORTING OF OTHER CATEGORIES OF EMPLOYEES.....	4
REPORTING OF TERMINATED/RETIRED EMPLOYEES .....	5
PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION .....	5
<b>FIELD 1: DATE OF COUNT.....</b>	<b>6</b>
<b>FIELD 2: SCHOOL/FACILITY NUMBER (BUILDING).....</b>	<b>6</b>
<b>FIELD 3: LAST NAME .....</b>	<b>6</b>
<b>FIELD 4: FIRST NAME .....</b>	<b>6</b>
<b>FIELD 5: MIDDLE NAME .....</b>	<b>6</b>
<b>FIELD 6: SOCIAL SECURITY NUMBER .....</b>	<b>6</b>
<b>FIELD 7: DATE OF BIRTH .....</b>	<b>7</b>
<b>FIELD 8: GENDER CODE .....</b>	<b>7</b>
<b>FIELD 9: RACIAL/ETHNIC CODE (OPTIONAL FIELD) .....</b>	<b>7</b>
<b>FIELD 10: DATE OF TERMINATION OF EMPLOYMENT.....</b>	<b>7</b>
<b>FIELD 11: PERSONNEL IDENTIFICATION CODE (PIC) .....</b>	<b>7</b>

## **General Questions**

**Q: What is the Nonpublic School Personnel Report?**

**A:** Beginning with the 2007-2008 school year the Center for Educational Performance and Information (CEPI) has collected the nonpublic school personnel data via the Nonpublic School Personnel Report Application.

**Q: How often are the Nonpublic School Personnel data collected?**

**A:** There is one submission each school year in the fall. The application opens on September 1 and data are due to CEPI by the first business day in December. CEPI and the Michigan Department of Education (MDE) use these data to meet the requirements of the School Safety Legislation, effective January 1, 2006.

**Q: How are duplicate records or staff members who have never been employed by the school eliminated from the personnel submitted report for our school?**

**A:** To remove a duplicate record or a staff member who has never been employed by the school, please complete the following steps:

1. Send an email message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov).
2. Subject line: REMOVE EMPLOYEE
3. The message should include the school name and school number followed by the employee's Personnel Identification Code (PIC) number and name. Include a school contact name and phone number. (The original PIC number assigned to the employee will be retained in the database. Therefore, be sure to update the original record submitted before the removal request is submitted.)
4. CEPI staff members will remove the employee(s) from the school file.

**NOTE:** If an individual has left the school's employment, the authorized user must terminate the individual by reporting the date in Field 10: Date of Termination of Employment, along with the appropriate fields for the employee.

## **MEIS Account**

### **Nonpublic School Personnel Report Access and Security Agreement**

**Q: What is the Nonpublic School Personnel security agreement?**

**A:** The security agreement is required to obtain online access to the Nonpublic School Personnel Report application. The user seeking access to the application must fill out and sign the form. The signature of the school's chief administrator is also required. Submission of the security agreement will provide access to the Nonpublic School Personnel Report. The security agreement for the Nonpublic School Personnel Report is located on the CEPI web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" on the left navigation bar and then on "Nonpublic School Personnel Report" link located under the Quick Links on the right navigation bar. The security agreement is located under the heading "Submit Nonpublic School Personnel Data to CEPI."

**Q: Can more than one person from a school submit a security agreement for the Nonpublic School Personnel Report?**

**A:** Yes. With appropriate approval from the school's chief administrator, a school may have more than one authorized user.

- Q: Can more than one person from a school access the application simultaneously?**  
**A:** Yes. More than one person may access the application at the same time.
- Q: If a Nonpublic School Personnel Report authorized user leaves the school, how does the school remove security access for the authorized user in the application?**  
**A:** To remove an authorized user's access to an MEIS application such as the Nonpublic School Personnel Report, submit an SSO/MEIS Authorized User Removal Request form to CEPI customer support. The form is available at [http://www.michigan.gov/documents/cepi/CEPI\\_auth\\_user\\_removal\\_form\\_409255\\_7.doc](http://www.michigan.gov/documents/cepi/CEPI_auth_user_removal_form_409255_7.doc)
- Q: If an authorized user has a change, such as an email address or phone number, is it necessary to update the MEIS account information?**  
**A:** Yes. CEPI sends email messages to all authorized users of an application. Therefore, it is imperative to keep the email address current in MEIS. It is sometimes necessary for someone from CEPI or MDE to contact an authorized user by telephone; therefore, this number must be kept current as well. To update an email address or a phone number, please do the following:
1. Update MEIS account at: <https://cepi.state.mi.us/meis/login.aspx/>
    - a. Log in as an MEIS User.
    - b. Click on "View/Update User Profile."
    - c. Click "Edit," make changes, and then click on "Update."
    - d. Click on "Return to the MEIS Main Menu."
    - d. Log out of MEIS.

## **Reporting of Employees**

- Q: Which employees must be reported in the Nonpublic School Personnel Report?**  
**A:** Authorized users must report all school employees in the Nonpublic School Personnel Report. CEPI and MDE use these data to meet the requirements of the School Safety Legislation, effective January 1, 2006. Authorized users must report all full-time and part-time school employees who regularly and continuously work under contract.

## **Reporting of Other Categories of Employees**

- Q: Are schools required to report school board members?**  
**A:** Authorized users do not have to report school board members in the Nonpublic School Personnel Report because they are elected officials. (Source: Office of Professional Preparation Services, MDE)
- Q: Are schools required to report coaches in the Nonpublic School Personnel Report?**  
**A:** Yes. If any form of compensation is provided to the coach, the authorized user must report him or her in the Nonpublic School Personnel Report.
- Q: If a school hires a company to complete repairs such as furnace, roofing, etc., is the school required to report the outside company's employees?**  
**A:** No. At this time, authorized users are not required to report individuals who provide services such as roof repairs, furnace maintenance, or other sporadic or intermittent services.
- Q: Are schools required to report paid employees such as lifeguards, costume makers, lunchroom aides, part-time cooks, coaches, crossing guards, custodians, bus aides, building monitors, etc.?**  
**A:** Yes. Authorized users must report all school personnel employed by the school.

**Q: Are schools required to report summer employees? Does the School Safety Legislation include summer employees?**

**A:** Yes. Authorized users must report summer employees in the Nonpublic School Personnel Report Submission to meet the requirements of the School Safety Legislation. (Source: Office of Professional Preparation Services, MDE)

**Q: Are schools required to submit volunteers in the Nonpublic School Personnel Report?**

**A:** No. At the current time, volunteers are not included in the School Safety Legislation.

**Q: Are schools required to report adult education staff?**

**A:** Yes. Schools are required to report adult education personnel.

## **Reporting of Terminated/Retired Employees**

**Q: When a staff member leaves the school, is the school required to report the termination?**

**A:** Yes. Authorized users must report any staff member who terminates or retires from a school by submitting the termination date in Field 10: Date of Termination of Employment and all other fields appropriate for the employee.

Authorized users must terminate staff members who retired in previous school years and still appear on the Nonpublic School Personnel Report Personnel Submitted Report by entering the date of termination in Field 10. Users can submit these terminations through the Online Single Submission Application.

After each submission cycle closes, all personnel records submitted with termination dates will be removed from the school's file and will no longer appear on the Personnel Submitted Report.

## **Personnel Submitted Report/Complete Submission**

**Q: What is the Personnel Submitted Report? What do the red "Xs" and green check marks mean?**

**A:** The Personnel Submitted Report lists all employees reported successfully for the school for each submission cycle, as well as those employees who were reported in a previous submission and not updated/verified. The school's authorized user can find this report on the Main Menu of the Nonpublic School Personnel Report Application. It is important that the records of all employees are verified/updated during each submission cycle. When the submission begins, all previously-submitted employees have red "Xs" next to their names. After a record has been updated/verified, the red "X" changes to a green check mark. When all employees have green check marks in the Personnel Submitted Report and all new employees have been submitted, the submission is complete.

There are two items in the report heading of the Personnel Submitted Report that should be checked carefully to determine that all previously submitted records have been updated:

1. Records updated for this submission cycle. Total \_\_\_\_
2. Records not yet updated for this submission cycle. Total \_\_\_\_

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

## **Field 1: Date of Count**

**Q: What is the date of count for the Fall 2014 Nonpublic School Personnel Report Submission to be used in Field 1: Date of Count?**

**A:** The official Date of Count for the Fall 2014 Nonpublic School Personnel Report Submission is December 1, 2014. The date of count will automatically appear on the online submission screen.

## **Field 2: School/Facility Number (Building)**

**Q: What is the school/facility number?**

**A:** This code is the five-digit state-assigned school/facility code as listed in the Educational Entity Master (EEM) at [www.michigan.gov/eem](http://www.michigan.gov/eem). The school/facility code will automatically appear on the submission screen.

## **Field 3: Last Name**

**Q: How does a school change the name of a staff member if the person marries or if an error was made in a previous submission?**

**A:** Authorized users may make corrections to previously submitted data such as name, birthdate, gender or Social Security number through the Single Submission Online Application.

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name before a title such as Jr.?**

**A:** Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

## **Field 4: First Name**

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name?**

**A:** Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

## **Field 5: Middle Name**

**Q: Is it acceptable to use a middle initial followed by a period in Field 6: Middle Name rather than a complete name?**

**A:** Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

## **Field 6: Social Security Number**

**Q: If an error was made in reporting a Social Security number in a previous submission, how is a correction made?**

**A:** Authorized users may make corrections to previously submitted data such as name, birthdate, gender or Social Security number through the Single Submission Online Application.

## **Field 7: Date of Birth**

**Q: What is the correct format for reporting the date of birth?**

**A:** The correct format for reporting the date of birth is MM/DD/CCYY. For example: December 12, 1976 = 12/12/1976.

**Q: If an incorrect date of birth was reported in a previous submission, how is the correction made?**

**A:** Corrections to previously submitted data such as name, birthdate, gender or Social Security number may be made through the Single Submission Online Application.

## **Field 8: Gender Code**

## **Field 9: Racial/Ethnic Code (Optional Field)**

## **Field 10: Date of Termination of Employment**

**Q: When a staff member retires or leaves a school, is a termination date required?**

**A:** When a staff member retires or leaves a school, the authorized user should report a termination date in Field 10 indicating the last date of employment with the school.

## **Field 11: Personnel Identification Code (PIC)**

**Q: What is the PIC?**

**A:** A PIC is a unique state-issued code for each employee reported. The PIC is created using core identifiers: name, Social Security number, date of birth and gender.

**Q: How and when are the PICs created?**

**A:** A PIC is created when an employee is submitted for the first time. If an employee has been previously reported by a public school district or nonpublic school, a PIC will already exist for the employee.